

Packaging Film RFQ Checklist

A practical buyer worksheet for clear, comparable packaging film quotations.

PURPOSE

Use this worksheet before requesting a quotation. It helps a supplier confirm the right material, converting requirements, logistics assumptions and documentation needs without relying on vague descriptions.

1. Product and application

- End use: food, labels, lamination, medical packaging, logistics, receipts or another application.
- Material family: BOPP, PET, CPP, PE, metallized film, barrier film, thermal paper or an existing laminate structure.
- Performance priority: printability, heat seal, stiffness, slip, barrier, opacity, clarity, abrasion resistance or machinability.
- Existing structure or sample: include layer order, thickness, a sample photo or a reference roll when available.

2. Roll specification

- Thickness or basis weight, width, length or target roll weight, core inside diameter and maximum outer diameter.
- Tolerance expectations for width, thickness, roll edge, splice policy and roll winding direction.
- Surface treatment, print side, matte/gloss appearance, seal layer, release requirement or coating requirement.

3. Commercial and delivery information

- Estimated annual demand, first order quantity, trial quantity and preferred shipment cadence.
- Destination city/port, Incoterm, pallet preference, container or LCL planning and required delivery window.
- Target sample timing, approval process and whether a pre-production sample is required before the repeat order.

4. Quality and document request

- Ask for the current technical data sheet, certificate of analysis format and available compliance declarations relevant to the destination market.
- State any food-contact, chemical, thermal image, migration, odour, recyclability or buyer-specific requirement clearly.
- Confirm inspection method, acceptable quality level, non-conformance handling and document language before purchase order release.

IMPORTANT

A complete RFQ produces a more useful comparison. Final material selection, tolerances, compliance documents and commercial terms are confirmed against the approved sample and purchase specification.

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